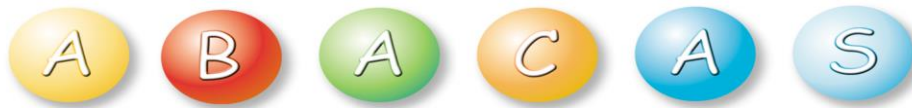


Substance Abuse: Intoxicants (Alcohol and Drugs)

Ratified by Board of Management – January 2023
Policy Review – January 2025

Substance Abuse Policy

This policy applies to teachers, auxiliary staff members, users of the school premises, visitors, i.e. every person who enters the building. It is applicable during school-time – including breaks and to ALL school related activities. It applies to the school building and grounds and to any area where a school related activity takes place, e.g. School Tour.



Aims of Policy

The aim of this policy is to avoid the adverse effects of alcohol and drugs (collectively known as intoxicants) and to protect the health and safety of all our staff. Misuse of alcohol or drugs will impair the ability of an employee to perform his/her duties effectively and safely and may endanger students, his/her co-workers, the public and Abacas property. Abacas seeks to prevent the misuse of drugs and alcohol by staff. Staff have an individual responsibility to ensure that they are not under the influence of alcohol or drugs to such an extent that it will impair their ability to perform their duties when they arrive for work or in their working day. It is also a legal duty under the Safety, Health and Welfare at Work Act, 2005. It is the responsibility of every employee while at work not to be in a state of intoxication. It is considered a serious breach of Abacas policy for any individual to be under the influence of any intoxicant to the extent that, in Abacas opinion, it renders him/her unfit to undertake the work he/she is required to perform in a safe manner.

The school authority in Abacas has a moral and legal obligation to ensure compliance with the criminal law. Copies of the policy were distributed to Board of Management members for ratification. When ratified and amended, copies were given to:

- All staff members
- Parents' Association

Policy Content

Management of Alcohol, Tobacco and Drug Related Incidents

The school's shared understanding of a 'drug related incident' is:

- Any unusual or unbecoming behaviour resulting from intake or use of alcohol, tobacco, or illegal drugs
- The sale or passing on of any illegal substance,
- The possession of alcohol, tobacco or illegal drugs on school grounds or at school related activities
- Disposal of drugs or related items (e.g. syringes) found on school property.

The reporting procedure for such incidents is:

Step 1: Witness to drug related incident informs teacher/staff member/Principal

Step 2: Principal inform parents/guardians

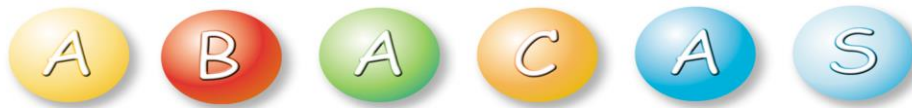
Step 3: Principal informs Chairperson of Board of Management

Step 4: Gardaí informed depending on seriousness of incident

Step 5: Area Health Board informed for disposal of items

The role of the Board of Management is to:

- Ratify this policy
- Implement this policy
- Monitor and evaluate it
- To sponsor/provide training for staff members
- Make decisions involving critical incidents



- To deal with the media in the event of a critical incident.

This policy puts the following procedures in place to deal with an incident requiring medical intervention:

- ‘Universal Precautions’ will be applied; e.g. wearing of proper protective gloves etc., washing and making safe an area after an incident; provision of a yellow bin to dispose of needles or other unsuitable appliances
- First Aid training has been given to a staff member who is now qualified and certified to assist with medical emergencies
- Copies of all relevant phone numbers are available on the final page of this policy
- A local doctor from a local practice has agreed to respond to a medical emergency in the school
- The Board of Management has an up-to-date Critical Incident Policy.

The following comprises the school guidelines in relation to school guidelines relating to the use of alcohol, tobacco, E-Cigarettes and drugs in the school building and grounds.

TOBACCO/SMOKING

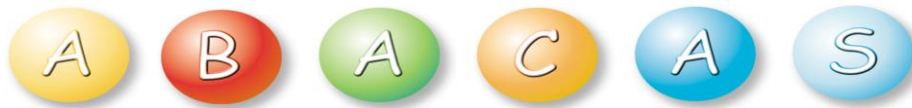
- The school building and grounds are designated as non-smoking. In accordance with the Public Health Tobacco Act 2002, it is **ILLEGAL** for anyone to smoke in the school building or on the school grounds.
- No smoking signs are displayed at the school entrance for the purpose of communicating this policy to everyone.
- Staff are not permitted to smoke in the school building and grounds.
 - Students are not permitted to smoke or be in possession of cigarettes on the school premises or on any other school related activity.
- Visitors to the school will comply with the non-smoking policy

ALCOHOL

- The school building and grounds are an alcohol free area.
- Nobody will be allowed to bring alcohol into the school or to consume alcohol in school or during any school activities.
- Were a staff member coming to the school under the influence of alcohol, the Principal will take appropriate action, as outlined later in this policy document.

ILLICIT DRUGS AND SOLVENTS

- Students, staff and all visitors are forbidden to be in possession of or using illicit drugs or solvents on the school premises.
- Illicit drugs found on school premises should be locked away and the Gardaí contacted to dispose of them.
- Staff are advised not to transport illicit substances at any time.
 - If a member of staff is of the opinion that a pupil or adult is under the influence of illicit drugs or solvents, s/he will immediately inform the Principal and consult on what action should be taken.
- Were a staff member coming to the school under the influence of illicit drugs the Principal will take appropriate action, as outlined later in this policy document.
 - A written account of all incidents will be kept by the school



At local level the following support agencies are available to which students involved in substance misuse might be referred:

- N.A. (Narcotics Anonymous)
- Child Care & Family Support Services
- Drug Education Officer
- Drug Helpline
- Juvenile Liaison Officer
- Community Garda

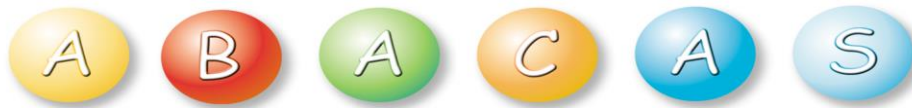
1800 341 900

In the event of media interest in relation to a ‘drug related incident’, the matter will be referred to the Board of Management and the Chairperson will issue a prepared statement to the media.

Management of Persons in the Workplace Under The Influence of Drugs and/or Alcohol

The Board of Management shall ensure, so far as is reasonably practicable, that pupils and other persons in the workplace are not exposed to risks to their safety, health or welfare from persons under the influence of drugs and/or alcohol. The term “in the workplace”, in the preceding sentence includes all school related activities taking place under the supervision of a teacher, with the Board’s approval, and both within and away from the school premises.

1. Every school employee shall, while at work, ensure that he or she is not under the influence of an intoxicant as required by Section 13 of the Safety, Health and Welfare at Work Act, 2005.
2. Should the Principal and/or Deputy Principal have reasonable grounds to believe that a staff member is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask that person to remove him/herself from the workplace, in the interests of the safety, health and welfare of the employee and others. In the case of employees who are at work under the influence of an intoxicant, disciplinary procedures may be implemented.
3. Should the Principal and/or Deputy Principal have reasonable grounds to believe that an employee of any contractor is unfit for work, due to being under the influence of an intoxicant, the Principal and/or Deputy Principal shall ask the contractor to remove his/her employee from the workplace.
4. If a member of staff has reasonable grounds to believe any person, other than a staff member or employee of a contractor, is unfit to be on the premises, due to being under the influence of an intoxicant, the staff member shall report his/her belief promptly to the Principal and/or Deputy Principal, who shall ask that person to remove him/herself from the workplace.
5. If a member of staff has reasonable grounds to believe that a parent or adult collecting a pupil from school or presenting themselves on the premises for another reason is unfit to be on the premises or to take care of the said pupil, the Principal and/or



Deputy Principal will be informed, and the duty of care will apply to the pupil. All necessary steps will be taken to protect the pupils and safeguard their best interests.

6. If a staff member or any other person, referred to above, refuses a reasonable request to remove him/herself from the premises, the Principal and/or Deputy Principal may call the Gardaí to forcibly remove the person in question.
- 7.

The Board of Management acknowledges its responsibility in promoting the welfare at work of teachers. An Employee Assistance Service (telephone: 1800 411 057 or e-mail: eas@vhics.ie) is available to teaching staff. If substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the teaching staff, the Board of Management may request such staff member to contact the Employee Assistance Service.

The Board of Management also acknowledges its responsibility in promoting the welfare at work of all other staff members. If substance abuse appears to be adversely affecting the performance and/or attendance pattern of any member of the non-teaching staff, the Board of Management may request such staff member to seek counseling or other professional intervention.

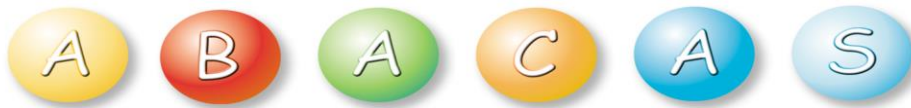
All incidents relating to the presence of persons at school, under the influence of an intoxicant, shall be recorded and reported as soon as possible to the Board of Management.

The Board of Management shall consider all such reports and decide on the appropriate action to be taken in the circumstances of each case.

Important Contact Numbers

IMPORTANT CONTACT NUMBERS

- Drugs Advisory and Treatment Centre 016771122 Trinity Court, 30/31 Pearse Street, Dublin 2
- East Coast Area Health Board, 01 280 3335 Centenary House, Dun Laoghaire
- Alcohol Services 01 660 7838
- Substance Misuse Prevention Programme 01 4528017
- Kilbarrack/ Raheny district Gardaí: (01) 666 4300
- Free phone Drugs /HIV Helpline: 1800 459 459 This helpline, which is designed to provide support, information and guidance in respect of alcohol and drug misuse. It operates from Monday to Friday between 10 a.m. and 5 p.m.



Signed: _____

Date: _____

John Dennehy, Chairperson

Board of Management, ABACAS Kilbarrack Special School

Signed: _____

Date: _____

Laura Kelly, Principal